

**2018 PA River Sojourn Grant Application Form**

**Applications due Monday, February 26, 2018 by 5 p.m.**

Complete this form electronically and email to Angela Vitkoski at avitkoski@pecpa.org by

Monday, Feb. 26, 2018 by 5 p.m. Please be sure to include both this application form and a copy of your 5o1(c)3 and BCO certificate.

If you have any questions, please contact Angela at (570) 718-6507 or at avitkoski@pecpa.org

**Application for** enter text here **2018 PA River Sojourn**

**[Name of Organization]**

**Waterway(s) your 2018 Sojourn will feature** enter text here

SECTION I - CONTACT INFORMATION

Organization: enter text here

Primary Contact Name: enter text here

Street Address: enter text here City: enter text here State: enter text here Zip: enter text here

Phone: enter text here Email: enter text here Website: enter text here

SECONDARY CONTACT INFORMATION

Organization: enter text here

Contact Name: enter text here

Street Address: enter text here City: enter text here State: enter text here Zip: enter text here

Phone: enter text here Email: enter text here

SECTION II - GRANTEE SIGNATORY (AUTHORIZED TO LEGALLY OBLIGATE THE GRANTEE)

Grantee Signatory Name: enter text here Job Title: enter text here

Organization: enter text here

Street Address: enter text here City: enter text here State: enter text here Zip: enter text here

Phone: enter text here Email: enter text here

SECTION III – ELIGIBILITY (In order to receive this funding, you must possess the following)

Is your organization a 501(c)3 non-profit organization currently registered with the IRS?

[ ]  Yes [ ]  No (If no, are you in the process of obtaining your registration?) \_\_\_\_\_\_

Is your organization registered with the PA Department of State Bureau of Charitable Organizations?

[ ]  Yes [ ]  No (If no, are you in the process of obtaining your registration?) \_\_\_\_\_\_

SECTION IV – SOJOURN INFORMATION

1. Event Name: enter text here
2. Event Date(s): enter text here
3. Number of Days: enter text here
4. Number of Nights: enter text here
5. Total River Miles Covered: enter text here
6. Starting Location: enter text here
7. Ending Location: enter text here
8. Will there be registration fees? enter text here
9. Amount of registration fee(s): enter text here
10. How many participants do you anticipate for your event? enter text here
11. Detail your safety plan (for on water days): enter text here
12. Detail your sojourn foul weather plans (do you have a rain date or high-water plan in place? Please explain): enter text here
13. Will you be participating in the POWR ACA Insurance? If not, please list who will be providing your event insurance: enter text here
14. Have you ever organized and held a sojourn? If yes, please provide a brief description of your sojourn and the role you played in the planning and coordination. enter text here
15. If you have not organized a sojourn before, how do you plan on conducting your planning process? Do you have partners or a committee in place with sojourn planning experience? Who are these partners and what will their specific roles be in helping to plan your sojourn? Please explain: enter text here

SECTION V – EVENT DETAILS

1. What type of programs will you incorporate into your sojourn? (Check all that apply and expand on this in Section VI – Event Description)

[ ]  Paddling or safety instruction

[ ]  Opening/closing ceremony

[ ]  River/creek cleanup

[ ]  Historical presentations

[ ]  Environmental education

[ ]  Youth alternative activities

[ ]  Product demos (rainy day activity)

[ ]  Local community presentations

[ ]  Other – please list: enter text here

1. List other partnering organizations (not including your planning team/committee) assisting you with your sojourn and detail their **SPECIFIC ROLES:**  enter text here
2. Are you located within a Conservation Landscape, Heritage Area or Greenway Initiative? If yes, how will you be partnering with your respective Conservation Landscape, Heritage Area, or Greenway initiative/group/organization?

<http://www.dcnr.pa.gov/Communities/ConservationLandscapes/Pages/default.aspx>

<http://www.dcnr.pa.gov/Communities/HeritageAreas/Pages/default.aspx> enter text here

1. List the municipalities that your sojourn will travel through and what plans you have to involve them in your sojourn or related events (i.e. community tours, historical tours, festivals, etc.): enter text here
2. How will local officials of these municipalities be actively involved in your sojourn? (Has contact been made to request their participation?): enter text here
3. An important focus of the PA River Sojourn program is to educate new paddlers about our waterways. How do you plan to engage new paddlers to participate in your sojourn? enter text here
4. An important aspect of this program is to engage and educate youth. What, if any targeted outreach do you plan to reach this audience and engage them in your educational programming and sojourn? enter text here

SECTION VI – EVENT DESCRIPTION

In the space below, please provide a timeline of your 2018 PA River Sojourn with a brief description including a projected schedule of events for your one day / or multi day sojourn. (i.e.,: opening ceremony plans; educational events; safety briefings; festival events; speakers; facility locations; closing ceremonies, etc.) **You must include your organization website address or sojourn registration website**: enter text here

If your application is awarded, POWR will include a brief description of your sojourn on our website and social media platforms with a link to your sojourn website. Please provide a brief promotional description of your sojourn and a photo of your waterway to be used for these purposes. enter text here

Please note that if you are successfully awarded a 2018 POWR Sojourn Grant, you will be required to, in addition to the required closeout materials; submit the following upon completion of your event(s):

* Post survey of all participants (a sample survey with suggested questions will be supplied with your contract documents)
* Post event Success Story (a list of questions will be supplied with your contract documents which will assist us in creating this document)
* Your organizations logo and several photos from your event.